

Southwood Infant School
Minutes of the Meeting of the Full Governing Body
held off site.
Tuesday 13th July 2021 at 6pm

Members Present:

Laura Dobson (LD)
 Nina Lynch (NL)
 Wendy Southgate (WS) - Headteacher
 Jacqui Jennings (JJ)
 Rachel Park (RP)
 Hannah Stiff (HS) – Chair of Governors.
 Mim Cure (MC)
 David Bowers (DB)
 Neil Wilcox (NW)- arrived 6.20pm
 Mrs Jennifer Butterworth

In Attendance:

Linda McBrearty – Clerk

	Item	Action
52.	<p>Welcome and Apologies for Absence Governors were welcomed to the offsite venue, used exceptionally to celebrate the gratitude and appreciation of the Governing Body to the departing Headteacher, who is retiring. All members were present. The meeting started at 6.15pm.</p>	
53.	<p>Any Declaration of Pecuniary/Conflict of Interests There were no declarations of any pecuniary or conflict of interest.</p>	
54.	<p>Confirmation of Officers for the new academic year.</p> <ul style="list-style-type: none"> • Chair of governors. The Clerk received one nominations for Hannah Stiff. Hannah election was confirmed unanimously by a show of hands. • Vice-Chair of governors. There was one nomination for Vice-Chair, Mim Cure. Mim was elected unanimously by a show of hands. • Confirmation of Link governors. The Chair confirmed the following Link Governors: - Maths – NL Wider Curriculum (previously Science) – JB English – JJ Staff Link governor – MC / DB Early Years – MC Health and Safety – NW DTG - Development and Training Governor – DB 	
55.	<p>Minutes of the Meeting of 13th May 2021 and Matters Arising.</p> <ul style="list-style-type: none"> • The Minutes of the previous meeting were approved and adopted. • Matters Arising – see table below: - 	

Actions Arising from the Minutes.		
44(f)	It was agreed that a clear protocol needs to be in place, so that governors feel that they can raise any issues with the Chair, or Vice-Chair. LD remarked that this was a valid point, she will put together a page to make it clearer how the governing body deals with this. Page added to explain the induction process. Completed.	LD
46 (d)	Ensure Child Protection / Safeguarding Arrangements are on course for audit 30th September. RP and HS will do Safeguarding in September, they are very thorough. On track.	RP, HS
48(a)	The Clerk will notify Governor Services and set Penny up on the Hub. Completed.	Clerk
48(d)	Development and Training Governor. LD discussed the role and urged governors to put themselves forward before the end of the year to allow for a handover. Completed. DB to take role.	Govs Clerk
48(f)	“Meet the governors” needs updating, NL and JB to do their summaries. This should be an annual action point. JB to do, on school website.	HS JB
48(g)	R&P Committee – consideration of additional membership requirements. Please let HS know if any governors are interested in joining the R&P Committee. JB to join R&P Committee.	Govs. Clerk
CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction. Progress against School Improvement Plan (SIP).		
56.	<p>a) Headteacher recruitment – progress to date. Two applications had been received, of which one was short listed. A two-day process will be held, probably next Tuesday and Wednesday. The governing body’s final training for the process takes place tomorrow evening. This has used up the school’s WGBT allowance for both this year and last year. KCSIE needs to be updated, HS will undertake to do this.</p> <p>b) Agree and book whole governor training session. See above, allocation used.</p> <p>c) Virtual governance – to consider the options so far. Governors agreed that virtual governance worked better for those with childcare issues, shift working etc. There could be a mixture of meetings, blended, face to face and virtual, could also be considered.</p>	HS

	<p>d) Parent and staff surveys. Parent survey has gone out, thirty responses received. The staff survey will be sent out in November.</p>	
CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.		
57.	<p>a) To receive the School Evaluation Form (SEF) This had been completed by the Headteacher, prior to her retirement at the end of term. Governors agreed that it was an amazing document, very thorough and detailed which moved the school forward. The school had many great achievements, despite the difficulties experienced this year. The format was considered to be spot on, very evaluative and left the school in a noticeably clear position. Governors remarked that it was done in a format similar to that used for the SDP, it was noted that Ofsted also favour that format. All statements can be backed by evidence and the Ofsted criteria is used. Impact statements are used to great advantage. Governors gave their sincere thanks to the Headteacher for this outstanding work. There were no questions.</p> <p>b) To receive the minutes of the last meeting of the Curriculum and Standards Committee. The Minutes had been circulated and also made available on the Hub for governors to read. RP had given a presentation on Early Years. Data is also available on the Hub in the meetings folder. There were no questions.</p> <p>c) Review any changes to the School's Risk Assessment. Current arrangements for the Covid 19 crisis. Support for pupils and staff. Due to the changing situation, the school did not propose to make any changes to the Risk Assessment for the last few days of term. The governing body supported this decision. Governors discussed the effects of restrictions.</p> <p>d) Ensure Child Protection / Safeguarding Arrangements are on course for audit 30th September. On course for September.</p>	
CORE FUNCTION 3: Overseeing the financial performance of the school, making sure its money is well spent		
58.	<p>a) Expenditure against budget – update for 1st quarter of the year. Expenditure is on track. It was recognised that some costs, relating to SEND, are unknown until after September. Arrangements for two known new starters were discussed, two other special needs applications are pending.</p>	

	<p>The school has done as much as it can to be prepared for the new term. Numbers will be smaller this year and there should be more space. The school is liaising with parents of special needs children, in preparation.</p> <p>b) To receive a report on any issues arising from strategic financial planning, relating to staffing, etc. The school has received a Deficit Monitoring Letter for EFS indicating that they are happy with the school's budget for the financial year. Governors noted this.</p> <p>c) Solar Panels – financial and environmental pros and cons. Governors discussed the letter received, overall, it was considered to be “very pushy”. It was noted that, after five years, the school would be on its own with any consequences. It was decided to speak to Riley Wood at HCC. HS will ring and report back.</p>	HS
59.	<p>Policies (Inc. Ratification) The following policies and procedures have been read by the Governors with ratification to be confirmed at the FGB:</p> <ul style="list-style-type: none"> • Teachers Pay Policies – to be agreed by 16th July 2021. The costs of this have been factored into the 1% pay uplift. It is not expected to have a significant impact on the budget. The policy had been circulated, prior to the meeting. It was agreed to adopt the HCC Policy. • Governors' questionnaire to parents. Thirty responses have been received so far. Responses are being analysed. • Governors' roles and requirements policy – to be ratified. Approved and adopted. • DBS checks – there is no timing laid down for renewal. Open to judgement. 	
60.	<p>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose</p> <p>a) Succession arrangements and training. LD was thanked for her exemplary service as a governor, she will leave the governing body at the end of term.</p> <p>b) Development and Training Governor – successor. DB will now take this role; the Clerk will inform Governor Services.</p> <p>c) Review Arrangements for the induction of new governors - update. Discussed previously, see MA 44(f)</p>	Clerk.

61.	Governor Visits – Feedback – if appropriate. Safeguarding Monitoring Report now on Hub from HS. Also, a copy of the Monitoring Form for use.	
62.	Assess Impact of Meeting The governing body thanked Laura for all of her hard work on behalf of the school. Governors expressed their thanks to Wendy, the retiring Headteacher, for doing such wonderful work and leaving the school in such a good position, despite an exceedingly difficult year. The Headteacher thanked governors for being so supportive and wished the school every continuing success.	
63.	Date of Next Meeting: Wednesday 13th October 2021 6pm	

Signed as a true and accurate record of the meeting _____ Date _____

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48(f)	"Meet the governors" needs updating, NL and JB to do their summaries. This should be an annual action point. JB to do, on school website.	HS JB
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58c	Solar Panels - It was decided to speak to Riley Wood at HCC. HS will ring and report back	HS
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